FFAQ Programme Completion Pathway – Relevant Competencies and Key Tasks

Critical work functions	Key Tasks
Adhere to professional standards	• Communicate risks of ethical conflicts and threats to independence to management • Comply to professional standards • Consider and escalate possible risks of ethical conflicts and threats to independence
Conduct fraud investigations	• Draft interview questions for fraud investigation • Assist in conducting interviews to gather data • Manage and preserve documentation while maintaining chain-of-custody protocols • Assist the project lead in appropriate communications for internal and/or external stakeholders • Analyse and quantify financial losses or discrepancies identified during investigations • Investigate and identify factors contributing to fraud or financial irregularities • Identify and collect relevant evidence from financial records, digital data, and supporting documentation • Perform e-discovery of information using forensic technologies • Assist in drafting investigative reports and supporting documentation for stakeholders • Provide input and support in developing fraud investigation plans and procedures • Review documents to ensure accuracy, relevance, validity, and reliability
Detect fraud	• Analyse information and documents using forensic technologies while preserving the chain of custody • Assist in preparing interview questions and appropriate materials to gather information and perspectives • Assist in evaluating fraud risk and identifying potential red flags • Consider the relevant laws and regulatory tools in process of detecting fraud • Perform e-discovery of relevant data and information • Provide input in the development of plans for fraud risk assessment • Apply data analytics to detect anomalies and patterns indicative of potential fraud
Implementing fraud prevention measures	• Assist in identifying potential fraud indicators and risk areas • Conduct gap analyses of existing fraud prevention frameworks within the organisation • Assist in applying established fraud risk management frameworks • Provide input in the development of plans for fraud risk identification exercises • Provide recommendations to improve prevention of fraud schemes • • Assist in the delivery of training relating to fraud awareness and prevention
Provide litigation support/dispute resolution	• Assist in preparing supporting documentation and exhibits for court proceedings • Assist in gathering and analysing data to support and validate expert reports where applicable • Coordinate with law enforcement and legal teams to support investigative activities • Execute assigned tasks in achieving the objective of the engagement • Assist in preparing supporting documentation, exhibits, and summaries for litigation purposes